



INSTITUTE
of MUSEUM
and LIBRARY
SERVICES

2003 RECRUITING AND EDUCATING LIBRARIANS FOR THE 21ST CENTURY

*Grant Application
and Guidelines*

Application Deadline:
To Be Announced

*Guidelines developed in
coordination with the
President's budget request
for 2003.*

DRAFT GUIDELINES

**IMLS cannot accept
applications until a
deadline is announced.**

Table of Contents

part 1

GENERAL INFORMATION

The Opportunity: To Recruit and Educate a New Generation of Librarians	1.2
Priorities	1.3
<i>Determining the Appropriate Funding Program</i>	1.3
Eligibility	1.4
<i>General Information</i>	1.4
<i>Special Conditions of Eligibility for Institutions of Higher Education</i>	1.5
<i>Partnerships</i>	1.5
Conditions of a Grant	1.7
<i>Application Deadline</i>	1.7
<i>Duration of a Grant</i>	1.7
<i>Project Start Date</i>	1.7
<i>Amount of Grant</i>	1.7
<i>Cost Sharing</i>	1.7
<i>Service Expectations/Recruitment</i>	1.8
<i>Use of Funds</i>	1.8
<i>Copyright/Work Products</i>	1.8
<i>Announcement of Award</i>	1.8
<i>Payment, Accounting, and Reporting Procedures</i>	1.8
<i>For More Information</i>	1.9
Application Review and Evaluation	1.10
<i>Application Evaluation Criteria</i>	1.10

part 2

PREPARING AND SENDING THE APPLICATION

How to Assemble the Application Package	2.2
Electronic Fill-in Application Forms	2.2
Sending the Application to IMLS	2.9

part 3**APPLICATION FORMS**

Application Checklist	3.2
Face Sheet	3.3
Project Budget Form: Detailed Budget	3.5
Project Budget Form: Summary Budget	3.11
Sample Schedule of Completion	3.12
Sample Partnership Statement	3.13
Assurances/Certification of Authorizing Official	3.14

PART 1

**GENERAL
INFORMATION**

The Opportunity: To Recruit and Educate a New Generation of Librarians

The current shortage of school library media specialists, library school faculty, and librarians working in underserved communities underscores a looming crisis in librarianship, as fewer faculty are being prepared to educate new librarians and a greater number of professional positions are going unfilled. With a large percentage of library directors and other senior librarians expected to retire in the next twenty years, the shortage of professional librarians is likely to increase. IMLS is very pleased to present this program of grants to recruit and educate a new generation of librarians. The program also includes grants for research related to library education and library staffing needs. Through these grants, the library profession will have an unprecedented opportunity to shape the future of librarianship and library service. IMLS encourages broad-scale partnerships, including statewide and regional collaborations.

In close collaboration with the library community, IMLS has identified priorities for the first year of funding based on the needs that seemed most pressing. In an iterative process, IMLS invited extensive input in a variety of formats from the library community and held open forums at professional meetings. With this information, IMLS staff prepared a series of documents outlining key goals, suggestions for program approaches, and measures by which the program's overall success will be reviewed. These are available on the IMLS Web site at www.imls.gov. The present guidelines are the outcome of that process.

Priorities

IMLS has established the following priorities for this program for Fiscal Year 2003:

- **Recruit and educate the next generation of librarians.** In particular, increase the number of students enrolled in nationally accredited graduate library programs preparing for careers of service in libraries.
- **Develop faculty to educate the next generation of library professionals.** In particular, increase the number of students enrolled in doctoral programs, particularly in programs that will prepare faculty to teach master's students who will work in school, public and academic libraries.
- **Enable pre-professional library staff to make the transition to librarianship, especially in locations where recruitment is historically difficult.** In particular, increase the number of students enrolled in pre-professional education or training programs that will enable them to provide enhanced service in underserved communities *and* prepare them for master's level education.
- **Provide the library community with information needed to support successful recruitment and education of the next generation of librarians.** In particular, through funded research, establish baseline data and evaluate current programs in library education for their capacity to meet the identified needs.

All funding priorities listed are of equal importance.

Developing a diverse workforce of professional librarians is a goal of this recruitment and education effort. The diversity of persons recruited to the library profession should reflect the diversity of the communities they will serve. Recruitment proposals should address ways to enhance participation in the library profession by members of traditionally underserved groups and communities.

DETERMINING THE APPROPRIATE FUNDING PROGRAM

Proposals relating to the recruitment and basic education of new and prospective librarians, whether or not they are currently employed in a library, should be submitted under this program. Proposals for pre-professional training should explain how the proposed project will ultimately help to increase the number of students enrolled in graduate library programs and how this information will be tracked. Proposals *related* to the stated priorities that do *not specifically* address one or more of those priorities will be considered for funding at a lower priority.

Proposals for continuing education, curriculum development, or specialized training for current librarians, students, and library staff should be submitted under the Continuing Education, Curriculum Development, and Training category of the 2003 National Leadership Grants for Libraries (see guidelines on the IMLS web site at www.imls.gov).

Proposals for research to support the successful recruitment of new librarians should be submitted under this program. Proposals for *other* research in library and information science should be submitted under the Research and Demonstration category of the 2003 National Leadership Grants for Libraries (see guidelines on the IMLS Web site at www.imls.gov).

The same proposal may not be submitted to IMLS under more than one category or program. A proposal must designate the single priority under which it is to be considered.

Eligibility

GENERAL INFORMATION

Non-Federal, non-profit libraries in the U.S. are eligible to apply under all priorities, either individually or in a partnership. Eligible libraries include public, school, academic, archives, and private non-profit. Eligibility also extends to the following:

- A special library, if it is recognized as such by the state in which it is located.
- A research library, which makes publicly available library services and materials suitable for scholarly research that are not otherwise available to the public, and which is not an integral part of an institution of higher education.
- A library agency that is an official agency of a state or other unit of government other than Federal and that is charged by the law governing it with the extension and development of public library services within its jurisdiction.
- A library consortium, if it is a local, statewide, regional, interstate, or international cooperative association of library entities that provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers for improved services for the clientele of such library entities.
- A library association, if it meets all of the following criteria: (1) is organized as a public or private non-profit organization or association that exists on a permanent basis; (2) serves libraries or library professionals at the national, regional, state or local levels; (3) engages in activities designed to advance the well being of libraries and the library profession; and (4) is located in one of the fifty States of the Union, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.

A parent organization (e.g., a school district or a state department of education) may apply on behalf of eligible libraries within its jurisdiction.

Federally operated libraries are not eligible to apply to IMLS but may serve as partners to applicants if they do not receive IMLS grant funds as a result of the project. Other entities may serve as partners and may receive IMLS grant funds as a result of the project. Consult with IMLS about any eligibility questions before submitting an application.

**SPECIAL
CONDITIONS
OF
ELIGIBILITY
FOR
INSTITUTIONS
OF HIGHER
EDUCATION**

In addition to all eligible applicants listed on page 1.4, institutions of higher education are eligible to apply with these special conditions:

Priority 1, to recruit and educate the next generation of librarians:

- Graduate schools of library and information science or school library media certification programs are eligible to apply for funds to educate students at the master's level, if they apply in a partnership that includes one or more eligible library entities. Any of the eligible applicants in the partnership may serve as the lead applicant.

Priority 2, to develop faculty to educate the next generation of library professionals:

- All graduate schools of library and information science offering programs of study at the doctoral level are eligible to apply for funding of doctoral level scholarships and fellowships, either individually or in a partnership.

Priority 3, to enable pre-professional library staff to make the transition to librarianship, especially in locations where recruitment is historically difficult:

- All institutions of higher education, including public and non-profit universities and colleges, and including all graduate schools of library and information science, may apply for pre-professional training projects designed to lead to master's level education.

Priority 4, to provide the library community with information needed to support successful recruitment and education of the next generation of librarians:

- All institutions of higher education, including public and non-profit universities and colleges, and including all graduate schools of library and information science, may apply for projects to conduct research to establish baseline data and evaluate current programs in library education.

PARTNERSHIPS

IMLS encourages partnerships that are on a scale sufficient to address the broadest possible needs, including statewide and regional collaborations. An application may include one or more partners. The lead applicant in a partnership must be eligible to apply as an individual entity and all members of a partnership should be active contributors to and beneficiaries of project activities.

The members of the partnership shall either designate one member of the partnership to apply for the grant or establish a separate, eligible legal entity, consisting of the partnership members, to apply for the grant. Any group application must contain a signed Partnership Statement that details the activities that each member of the partnership plans to perform and binds each member of the partnership to every statement and all assurances made by the applicant in the application. The applicant shall submit the Partnership Statement with its application. A sample Partnership Statement is on page 3.13.

If IMLS makes a grant to a partnership, the lead applicant for the partnership is the grantee and is legally responsible for the use of all grant funds and for ensuring that the project is carried out by the partnership in accordance with applicable Federal laws, regulations, and requirements. The lead applicant must be the fiscal agent but may subcontract with partners for other specific activities or services. Each member of the partnership is legally responsible for carrying out the activities it agrees to perform and using the funds it receives in accordance with applicable Federal laws, regulations, and requirements.

Under Priority 1 graduate schools of library and information science may apply for funding for *master's level* scholarship or fellowship programs ONLY in partnership with another eligible library entity. IMLS will not require an applicant to match every student position for which funds are requested with a prospective employer. However, the proposal should explain its plan for graduate placement and for tracking employment information for students who complete the program. (See Service Expectations/Recruitment on page 1.8.)

Conditions of a Grant

APPLICATION DEADLINE

Applications must be postmarked or hand-delivered by [date to be announced]. IMLS recommends the use of commercial carriers such as UPS or FedEx when mailing applications. If the U.S. Postal Service is used, IMLS recommends certified or registered mail.

This is a postmark deadline. In the event that the deadline falls on a day U.S. Post Offices are closed, such as Sundays and Federal Holidays, applications postmarked the next business day will be accepted.

DURATION OF A GRANT

Project activities may be carried out for a period of up to 36 months.

PROJECT START DATE

Projects may begin no earlier than the last day of the month of the award announcement, and no later than December 31, 2003.

AMOUNT OF GRANT

Grants range from \$50,000 to \$500,000. IMLS will review and negotiate budgets as necessary. IMLS may award an amount less than that requested by an applicant.

COST SHARING

Applicants are expected to share project expenses. Applicants to this program, other than those requesting research funds, are **REQUIRED** to provide cost sharing of at least one-half of the total cost of the project, excluding funds for student support. All listed expenses, including all cost sharing, must be incurred during the grant period. Government-wide uniform administrative rules and requirements apply. Cost-sharing requirements may be met through any combination of cash donations and in-kind contributions. *Federal funds may not be used to meet cost-sharing requirements.*

- IMLS does not require a match for research proposals. However, IMLS will consider cost-sharing contributions as a competitive factor when evaluating research proposals (see Evaluation Criteria, page 1.10).
- Cost sharing is not required for funds to be provided to students in the form of scholarships, fellowships, other stipends, and/or tuition.
- IMLS encourages applicants to contribute as cost sharing the salaries of any permanent staff to be employed on a project in proportion to the amount of time they will spend on the project. *If IMLS funding is requested for salaries of permanent staff, the proposal should explain how their regular duties will be performed during the grant period.*
- The cost of student scholarships, fellowships, other stipends, and/or tuition may not be included in the amount on which indirect costs are requested.
- IMLS strongly encourages applicants to seek third-party donations of cash, equipment and services.
- IMLS prefers that applicants provide at least 50 percent of the cost of any equipment to be purchased for the project.

Proposals that demonstrate strong institutional support through cost sharing are generally rated more favorably by reviewers.

**SERVICE
EXPECTATIONS/
RECRUITMENT**

IMLS expects recipients of student support to return the investment of federal dollars by contributing to the library profession through employment in libraries or library education. Applicants requesting IMLS funds for student support should explain how they will incorporate this expectation into their programs and should include sample guidelines for potential students and agreements that will be required of successful recipients. In addition, IMLS encourages proposals that include offers of continued employment to scholarship or fellowship recipients upon program completion. Institutions that offer continued employment should explain how they will incorporate employment opportunities into their programs.

**USE OF
FUNDS**

Grant funds may not be used for construction, acquisition of collections, contributions to endowments, social activities, ceremonies, entertainment, or pre-grant costs. All revenues generated with project funds during the grant period must be reported as program income and should be applied to the grant recipient's cost sharing. All listed expenses must be incurred during the grant period. Government-wide cost principles apply. Applicants should explain how any funds used for student support that are recovered for non-fulfillment during and after the grant period will be used to further the goals of the project.

Funds requested for student support may not be used to replace any funds for scholarships, fellowships, tuition or other stipends that would otherwise be offered to students enrolling in master's, doctoral, or pre-professional programs in library and information science.

**COPYRIGHT/
WORK
PRODUCTS**

IMLS requires acknowledgement of IMLS assistance in all publications and other products resulting from the project. Products should be distributed free or at cost unless the recipient has received written approval for another arrangement. The recipient may copyright, with written permission, any work that is subject to copyright and was developed, or for which ownership was purchased, under an award. IMLS reserves, for Federal government purposes, a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use the work and authorize others to reproduce, publish, or otherwise use the work. IMLS requires that awardees provide three copies of any products produced with IMLS funds to IMLS with the final reports.

**ANNOUNCEMENT
OF AWARD**

No information about the status of an application will be released until all applications have been reviewed and all deliberations are concluded. IMLS will notify applicants of final decisions by mid-September 2003.

**PAYMENT,
ACCOUNTING
AND
REPORTING
PROCEDURES**

A Federal accounting office handles the payment of grants. Grant recipients may request cash advances or reimbursements as needed during the project period. Payments are made electronically. IMLS requires each grant recipient to maintain a restricted account for funds received during the project period. A recipient does not need to maintain a separate bank account for IMLS grant funds; however, it must establish and maintain a separate accounting category within an internal accounting system to show that the funds have been used for project costs only. This restricted accounting record must be adequate to satisfy normal auditing procedures. Grants are subject to the provisions of Office of Management and Budget audit requirements.

Grant recipients may be required to submit one or more interim performance reports; they are required to submit a final performance report and a final financial report. IMLS will establish reporting requirements at the time of award.

**FOR MORE
INFORMATION**

For questions, contact: 21stclibrarians@imls.gov

Application Review and Evaluation

IMLS staff determines whether an applicant is eligible and whether an application is complete. IMLS staff may contact applicants for information needed to make an eligibility determination. If an applicant is determined to be ineligible as an official applicant, the application will be rejected without evaluation. Similarly, incomplete applications are subject to rejection without evaluation. If IMLS rejects an application, the agency will notify the applicant of the decision by mail.

Institutions wishing to submit multiple proposals per deadline may do so. However, the same proposal may not be submitted to more than one category or program. A proposal must designate the single priority under which it is to be considered.

All eligible and complete applications will be competitively reviewed. All eligible applications will be evaluated by individual field review and/or panel review. Reviewers will have expertise in the types of activities and types of organizations identified in the proposed projects. Reviewers will be drawn from professionals in the field and from the areas of expertise required. The IMLS Director will make funding decisions based on the evaluations by reviewers, the stated priorities for funding and the overall goals of the program and of IMLS. Reviewers will be instructed to evaluate the proposed projects according to the criteria identified in these guidelines as supported by any appropriate attachments and support material.

Applicants should address all criteria in the Application Narrative.

APPLICATION EVALUATION CRITERIA

All eligible projects will be evaluated on the basis of the following criteria:

Degree to which the project has one or more of the following characteristics:

- The project will increase the number of qualified professionals for employment as librarians throughout the country;
- The project is likely to contribute to results or products that will benefit multiple institutions and diverse constituencies;
- The project reflects an understanding of library service needs in the communities served by the applicant(s) and addresses issues facing libraries of similar size and type;
- The project reflects a vision of potential change in the field that could result from the project. Innovative approaches to these issues will be given high consideration;

IMPACT

DIVERSITY

Degree to which the project identifies the diversity of the communities within its scope and explains how the project will address the library service needs of those communities, particularly the needs of traditionally underserved groups and/or communities.

DESIGN

Evidence that the project designers have identified an audience, performed a formal or informal assessment of its needs, and have designed this project as the best solution to answer those needs. Extent to which the approaches proposed are efficient, effective, and likely to accomplish clear goals and objectives. Extent to which the proposal explains the context of the proposed project: what relevant work has been done (including citations as appropriate) and what the proposed project will contribute.

**MANAGEMENT
PLAN**

Evidence that the project activities will be effectively completed, that the applicant institution is capable of carrying out the project to its successful conclusion through the deployment and management of resources, including money, facilities, equipment, and supplies, and that financial management will be sound. Evidence that any partnerships included in the project plan are sound, and that all partners will both contribute to and substantially benefit from the project.

BUDGET

Appropriateness and cost efficiency of budget to complete project activities. Evaluation will include *Detailed Budget*, *Summary Budget* and *Budget Justification*.

CONTRIBUTIONS

Demonstration of commitment to the project by contributions of cost sharing from the applicant organization, from any partners and from other public or private sources. Applicants are generally expected to share the costs of projects. See information under Cost Sharing, page 1.7.

PERSONNEL

Evidence that the project personnel are qualified to accomplish project goals and activities. Extent to which personnel commit adequate time to manage and implement the project activities. Extent to which personnel demonstrate appropriate experience and expertise in the specific area the project addresses.

**PROJECT
EVALUATION**

Description of design, integration, and implementation of a plan for assessment that will describe clear and measurable project outcomes, findings, or products (depending on project goals). Evidence that evaluation will provide reliable information on which to judge impact or base actions. The best evaluation plans tie evaluation measures directly to project goals. IMLS strongly encourages outcome-based evaluation for projects that intend to build knowledge, skills, or attitudes, or to change patterns of behavior or professional status. IMLS will offer specific training to grantees that clarifies its expectations and intentions for this method. Information about outcome-based evaluation can be found on the IMLS Web site (see http://www.imls.gov/grants/current/crnt_obc.htm) or may be requested from IMLS.

All proposals should explain how information on the demographic characteristics of the target populations, including persons to be recruited, educated, or employed in libraries or in library education, will be tracked over time.

Research projects should explain how the research will support the purposes and priorities of this program.

The IMLS Agency-level evaluation plan and performance measures for this program are posted on the IMLS Web site at <http://www.imls.gov/grants/library/pdf/draft.pdf>.

DISSEMINATION

Extent to which the results, products, processes or benefits will be made transparent and accessible through effective communication channels so that the results of the project will continue beyond the term of the project period. Dissemination plans should include a variety of appropriate media and should be understandable to a broad and diverse audience.

SUSTAINABILITY

Extent to which the project's benefits will continue beyond the grant period, either through ongoing institutional support or through broad access to project findings. Extent to which project will lead to systemic change within the institution as well as within the library field.

PART 2

**PREPARING
AND
SENDING
THE
APPLICATION**

**SEE INFORMATION
ON ELECTRONIC
FORMS, PAGE 2.2**

How to Assemble the Application Package

An application requesting IMLS support for Recruiting and Educating Librarians for the 21st Century should include the following materials organized in the order listed:

1. Face Sheet
2. Application Checklist
3. Abstract
4. Narrative
5. Schedule of Completion
6. Project Budget (Detailed, Summary, and Budget Justification)
7. Current, Federally Negotiated Rate for Indirect Costs, if applicable
8. Partnership Statement, if applicable
9. Proof of Non-Profit Status, if applicable
10. Applicant(s) Organizational Profile
11. Service Expectations/Recruitment documentation
12. Signed Assurances Form
13. Resume(s) for key project personnel
14. Attachments

Please see page 2.7 for more information.

The applicant must submit one unstapled, loose-leafed original [with original signature(s) of authorizing official(s)] plus 10 copies of the entire application (1+10=11), plus two additional copies of the Face Sheet. Do not place the original or copies in binders or notebooks.

Applicants are requested to submit an electronic copy of items 1, 3, and 4 on a 3.5 inch disk, formatted as a text file (.txt) or rich text file (.rtf) (formatting of the Face Sheet need not be replicated). No submitted application materials will be returned.

ELECTRONIC FILL-IN APPLICATION FORMS

IMLS now makes all application forms available on our Web site in PDF (Portable Document File) format for download. Applicants can download the electronic version of an IMLS application form and, using freely available software, type into the forms on any computer. This eliminates the need for a typewriter or for re-creation of IMLS application forms. Note that the forms cannot be submitted electronically but can be completed online and then printed on the applicant's printer and mailed. **Caution:** the forms cannot be saved, so they must be completely filled in and printed in one operation. To access the fill-in application forms, visit <http://www.imls.gov/grants/appl/index.htm>. Alternatively, applicants may recreate the forms electronically following the IMLS format or may type on printed forms.

FACE SHEET

The Face Sheet is provided as page 3.3–3.4 in the Application Form section of this document. Use or replicate this form. This page is available as a fill-in form on the IMLS Web site.

**APPLICATION
CHECKLIST**

The Checklist is provided as page 3.2 in the Application Forms section of this document. This page is available as an electronic fill-in form on the IMLS web site (see page 2.2). Use the Checklist to help you arrange the sections of the application in the correct order.

ABSTRACT

An Abstract of no more than one page, single spaced (600 word maximum) containing the following elements: 1) Project title; 2) Description of project goals and major activities; and 3) Anticipated results.

NARRATIVE

A Narrative of no more than 10 single-spaced, one-sided pages should address the Evaluation Criteria listed on pages 1.10–1.12. Identify where in the Narrative each criterion is discussed. Use headings, bold type, a list of references to page or section numbers, or some other means to lead reviewers to the discussion of each evaluation criterion. Follow the order listed in the criteria where possible. Do not exceed the 10-page limit. The Narrative should explain what need the project will meet and should provide sufficient information for reviewers to evaluate all criteria. Detailed budget discussions should be included in budget justification. Planning documents that informed the project design, such as needs assessments or digitization plans, should be attached as appendices.

The Narrative must:

- Conform to the space limits.
- Use 8.5 by 11-inch paper.
- Leave a margin of at least .5 inch on all sides.
- Not exceed the allotted space.
- Use a typeface that contains no more than six lines per vertical inch.
- Number all pages.

Use a typeface with standard spacing between letters and do not use a condensed typeface. It is essential that your Narrative be legible so that reviewers can easily read the information you provide. IMLS recommends that you produce the application Abstract and Narrative using a word processing system. *Handwritten applications will not be accepted.*

**SCHEDULE OF
COMPLETION**

The applicant must provide a Schedule of Completion that shows when each major project activity will be completed and how grant funds will be expended throughout the project. The Schedule of Completion should correspond to the activities described in the Narrative. Include the projected expenditure of total project funds (direct costs, including both grant and match) for each activity. A Sample Schedule of Completion is provided on page 3.12. The applicant need not follow the sample format but should provide the same information, indicating milestones for completion of each major project activity and showing how grant funds are to be spent over the course of the project.

BUDGET

The proposal must include a Detailed Budget, a Summary Budget and Budget Justification that explain the elements of the Detailed Budget. The budget should include costs to be supported by IMLS funds, applicant and third party matching and cost sharing, and any costs to be supported by other Federal agencies.

Only those costs attributable to achieving specific project activities should be included in the budget. Refer to requirements for Cost Sharing and Use of Funds under Conditions of a Grant (pages 1.7–1.9) in preparing the budget. These budget pages are available as electronic fill-in forms on the IMLS Web site (see page 2.2).

DETAILED BUDGET

A Detailed Budget should include cost categories identified in the sample budget layout and should identify whether support is requested from IMLS or is contributed. All of the items listed, whether supported by grant funds or cost-sharing contributions, must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period. For services to be outsourced, the applicant should, whenever possible, provide detailed bids and justification of how the proposed contractor was selected. The budget should clearly and specifically identify sources of contributions. For third-party contributions, applicants must indicate whether the contributions are assured or pending. Consultant fees should identify costs by hourly rates or daily fees. The project budget should include \$2000 per year for travel to attend IMLS designated meetings. For partnership projects, request \$4000 per year per project for this purpose.

For this program, IMLS requires applicants to contribute at least one-half of the total cost of the project, excluding funds for scholarships, fellowships, and stipends.

INDIRECT COSTS

Indirect costs are expenses that relate to the project but that cannot be directly tied to project activities. Examples include miscellaneous photocopying, energy costs, and telephone. Items that are included as indirect costs may not also be listed as direct costs in the project budget.

To calculate your indirect costs, you must first determine your *modified* direct costs. Your modified direct costs are calculated by subtracting your major equipment purchases or large contracts (\$5000, or the amount your federally negotiated agreement allows) and any restrictions given in your individual indirect rate from your total direct costs; these large items artificially inflate the indirect costs. The cost of student scholarships, fellowships, and stipends and/or tuition may not be included in the amount on which indirect costs are requested.

Next, compute your indirect costs by taking a percentage of your project's modified direct costs according to one of the three methods described below:

- 1) If you *do not* have a Federally negotiated indirect cost rate, IMLS will not require you to negotiate one. Instead, you may use an indirect cost rate of 20 percent (or less) of the modified direct project costs. You may apply indirect costs *only* as part of your match or cost share; or
- 2) If you *do* have a Federally negotiated rate, you must apply that rate to your project budget as specified in your negotiated agreement. IMLS will pay indirect costs *only* on the part of project budget for which you are seeking IMLS funds. Indirect costs applied to the

applicant or partner's share of the budget may be included *only* as part of the match or cost share. If you are applying a Federally negotiated rate, you *must* include with your application a copy of the rate-negotiation agreement. This rate must be current on the date of *award*, not the date of application. Expired rate agreements will not be considered.

- 3) If you have a Federal rate *under negotiation*, but not yet finalized, you may apply that rate to your project budget. IMLS will pay indirect costs *only* on the part of the project budget for which you are seeking IMLS funds. Indirect costs applied to the applicant or partner's share of the budget may be included *only* as part of the match or cost share. You *must* include with your application copies of the rate negotiation documentation. This rate must be current on the date of *award*, not the date of application. Expired rate agreements will not be considered.

State library agencies applying to this program are limited by statute to four percent for administrative costs.

SUMMARY BUDGET

The Summary Budget should clearly identify the amount requested from IMLS, the amount provided by the applicant, by any partners and from any other sources for cost sharing and matching (both cash and in-kind support). This page is available as an electronic fill-in form on the IMLS Web site (see page 2.2).

BUDGET JUSTIFICATION

The Budget Justification should explain all elements of the Detailed Budget. For example, the Budget Justification should explain the role that each person listed in the project budget will play. It should also provide justification for all proposed equipment, supplies, travel, services and other expenses. The applicant should provide specifications for all hardware and software for which IMLS funding is requested.

IMLS encourages applicants to contribute as cost sharing the salaries of permanent staff to be employed on a project in proportion to the amount of time they will spend on the project. If IMLS funding is requested for salaries of permanent staff, the proposal should explain why funds are requested for this purpose and how the regular duties of these individuals will be performed during the grant period. The Budget Justification should explain the role of any outside consultants and third-party vendors to be employed on the project and how each was identified and selected. Costs for third-party service providers should be documented by bids or otherwise justified.

**PARTNERSHIP
STATEMENT
(IF
APPLICABLE)**

A sample group Partnership Statement is provided on page 3.13. The Partnership Statement should confirm all conditions identified on pages 1.5–1.6 of these guidelines.

**PROOF OF
NON-
PROFIT
STATUS (IF
APPLICABLE)**

If your organization is a private, non-profit organization (if you answered “Private Non-Profit” or “Other” on Line 25 of the Face Sheet) you must submit a copy of the IRS letter indicating your organization’s eligibility for non-profit status under the applicable provisions of the Internal Revenue Code of 1954, as amended. IMLS will not accept a letter of state sales tax exemption as proof of non-profit status.

**APPLICANT(S)
ORGANIZATIONAL
PROFILE**

The applicant and each official partner must provide an organizational profile of no more than one page that identifies the organization’s mission, service area and levels of service, placement within a parent organization (if applicable) and where within the organization the responsibility for the management of the proposed project activities would be assigned.

**SERVICE
EXPECTATIONS/
RECRUITMENT**

Applicants requesting IMLS funds for student support must explain how they will incorporate this expectation into their programs. Include sample guidelines for potential students and agreements that will be required of successful recipients. Institutions that offer continued employment must explain how they will incorporate employment opportunities into their programs.

**SIGNED
ASSURANCES
FORM**

Complete this section last. To be considered for a grant, the applicant’s Authorizing Official must read the assurances and sign the accompanying certification statement. The Authorizing Official may be the organization’s chief executive officer, an official of the organization or its parent or sponsoring organization authorized to make such commitments on behalf of the organization, or the government official responsible for oversight of the organization.

The application is not complete unless it has been signed by the Authorizing Official.

RESUMES

Resumes or vitae of no more than two pages *each* for all key personnel (both staff and consultants) must be included.

ATTACHMENTS

Applicants should include documents that specifically relate to the justification for the project. IMLS strongly encourages inclusion of needs assessments, reports from planning activities, products or evaluations from previously completed or ongoing projects of a similar nature or other documents for the evaluation of the proposal. Separately bound volumes or notebooks submitted as attachments will not be forwarded to reviewers.

How To Assemble the Application Package

Review your application package carefully before sending it to us. You must include *all* of the required items listed below and the proper number of copies. (Each item is described in detail in Part 3, Application Forms.) *Your application is subject to rejection without review if any required item is missing.* If you have any questions, contact IMLS at (202) 606-5227.

ASSEMBLE YOUR APPLICATION PACKAGE AS FOLLOWS

STEP 1: MAKE TWO PHOTOCOPIES OF YOUR FACE SHEET IN ADDITION TO YOUR ORIGINAL.

Extra
Face Sheet
(copy 1)

Extra
Face Sheet
(copy 2)

STEP 2: COLLATE ONE ORIGINAL (COMPLETE) COPY OF YOUR APPLICATION AS FOLLOWS:

Face Sheet

Application
Checklist

Abstract

Narrative

Schedule of
Completion

Detailed
Budget by Year

Summary
Budget

Budget
Justification

Indirect Cost
Rate
(if applicable)

Partnership
Statement
(if applicable)

Proof of
Non-Profit
Status
(if applicable)

Organizational
Profile

Service
Expectations/
Recruitment
Documentation

Signed
Assurances
Form

Resume(s)
(2 pages
per person)

Attachments
(see p. 2.6)

TURN PAGE FOR FURTHER INSTRUCTIONS

STEP 3: MAKE TEN (10) IDENTICAL SETS OF THE MATERIAL YOU ASSEMBLED IN STEP 2.

STEP 4: COLLATE YOUR PILES FROM STEP 1-3 AS FOLLOWS:

Extra
Face Sheets
(2 Copies)

STEP 1

Original
Application

STEP 2

Ten (10)
copies of the
application

STEP 3

YOUR MATERIALS ARE NOW READY TO SEND TO IMLS.

Note: IMLS will not do your photocopying or collating!

Sending the Application to IMLS

Mail or hand-deliver applications to:

Recruitment and Education**Deadline to be Announced**

Office of Library Services
Institute of Museum and Library Services
1100 Pennsylvania Avenue, NW, Room 802
Washington, DC 20506

**MAIL
DELIVERY**

All of the first-class and Priority mail sent to IMLS is put through an irradiation process, which results in lengthy delays in mail delivery. Please consider using commercial delivery services. Due to the length and number of copies required for complete submission, applications cannot be accepted by fax or e-mail.

Please be advised that support materials (e.g., CDs, videos, slides) put through the irradiation process are suffering irrevocable damage. If you are sending these kinds of materials, we encourage you to consider using alternate delivery services.

Every attempt is being made to accommodate late arriving mail. We appreciate your patience. If you do not receive an acknowledgment of receipt of application within one month of the deadline, please call IMLS to confirm receipt.

**HAND
DELIVERY**

IMLS accepts hand-delivered applications between 9:00 a.m. and 4:30 p.m. (Eastern Time) daily, except Saturday, Sunday, and Federal holidays. IMLS will provide a dated receipt at the time of delivery.

**IMLS
ACKNOWLEDGEMENT**

Within 15 working days after the application deadline, IMLS will mail applicants an acknowledgment form with an application log number. If this form is not received, contact IMLS to make sure the application was received.

**PROOF OF
MAILING**

IMLS may ask for proof of mailing if the postmark date on the package cannot be read. The U. S. Postal Service does not always postmark a package when it receives one. If using the U.S. Postal Service, ask to have the package dated, then verify that it is properly date stamped. IMLS will accept a legible receipt stamped by the U.S. Postal Service or a legible dated shipping label, invoice, or receipt from a commercial carrier. IMLS will not accept private metered postmarks or private mail receipts unless they contain a legible date stamped by the U. S. Postal Service. The green return receipt card does not meet the IMLS requirement for proof of mailing. IMLS recommends using a commercial carrier rather than the U.S. Postal Service.

PART 3
APPLICATION
FORMS

Application Checklist

Use this checklist to help you arrange the sections of the application in the correct order. This form is available as a fill-in form on the IMLS web site (see information on electronic forms, page 2.2).

- ☐ Face Sheet
- ☐ Application Checklist
- ☐ Abstract
- ☐ Narrative
- ☐ Schedule of Completion
- ☐ Project Budget
 - ☐ Detailed Budget
 - ☐ Summary Budget
 - ☐ Budget Justification
- ☐ Current, Federally Negotiated Rate for Indirect Costs, if applicable
- ☐ Partnership Statement, if applicable
- ☐ Proof of Non-Profit Status, if applicable
- ☐ Applicant(s) Organizational Profile
- ☐ Service Expectations/Recruitment documentation
- ☐ Assurances/Certification of Authorizing Official
- ☐ Resumes of Key Personnel (no longer than two pages per person)
- ☐ Attachments, as appropriate
 - ☐ Report from Planning Activities (e.g., Needs Assessments)
 - ☐ Products or Evaluations from Previously Completed or Ongoing Projects of a Similar Nature
 - ☐ Other _____

Face Sheet

1. Applicant Organization _____

2. Institutional Mailing Address _____

3. City _____

4. State _____

5. Zip Code _____

6. Web Address _____

7. Name of Project Director/Principal Investigator ☐ Mr. ☐ Ms. ☐ Dr. 8. Business Phone of Project Director _____

9. Project Director Mailing Address _____

10. City _____

11. State _____

12. Zip Code _____

13. Fax Number of Project Director _____

14. E-mail Address of Project Director _____

15. Name and Title of Authorizing Official _____

16. Business Phone of Authorizing Official _____

17. Sponsoring institution if applicable (e.g., municipality, state, or university)

☐ check if this entity will manage funds if an award is made. Name and address: _____

18. Is the applicant organization university controlled? ☐ yes ☐ no

19. Priority addressed in this application (check only one):

- ☐ Priority 1: Recruit and educate the next generation of librarians
- ☐ Priority 2: Develop faculty to educate the next generation of library professionals
- ☐ Priority 3: Enable pre-professional library staff to make the transition to librarianship
- ☐ Priority 4: Provide the library community with information needed to support successful recruitment and education of the next generation of librarians.

20. Project Title _____

21. AMOUNT REQUESTED \$ _____

22. Amount of Matching Funds \$ _____

23. Grant Period (Starting Date) ____/____/____ — ____/____/____ (Ending Date)

24. In the space below, include names of any organizations that are official partners of the project.

25. Check governing control of applicant (select one) ☐ State ☐ Municipal ☐ County
☐ Private Non-Profit ☐ Tribal Government ☐ Other, please specify _____

26. Check Type of Organization (select one)

- | | |
|---|---|
| <input type="checkbox"/> Public Library | <input type="checkbox"/> Academic Library |
| <input type="checkbox"/> Research Library | <input type="checkbox"/> Special Library |
| <input type="checkbox"/> School library or school district applying
on behalf of a school library or libraries | <input type="checkbox"/> Archives |
| <input type="checkbox"/> Museum library | <input type="checkbox"/> Private non-profit Library |
| <input type="checkbox"/> Library association | <input type="checkbox"/> Library consortium |
| <input type="checkbox"/> Institutions of Higher Education other than listed below | <input type="checkbox"/> State Library Agency |
| <input type="checkbox"/> Graduate school of library and information science | |
| <input type="checkbox"/> Four Year College | |
| <input type="checkbox"/> Community College | |
| <input type="checkbox"/> Other, please specify _____ | |

27. Employer identification number/tax ID number _____

Project Budget Form

SECTION 1: DETAILED BUDGET

Year 1 - Budget Period from ____ / ____ / ____ to ____ / ____ / ____

Name of Applicant Organization _____

IMPORTANT! READ INSTRUCTIONS ON PAGES 2.3–2.5 BEFORE PROCEEDING.

SALARIES AND WAGES (PERMANENT STAFF)

NAME/TITLE	NO.	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
TOTAL SALARIES AND WAGES \$			_____	_____	_____	_____

SALARIES AND WAGES (TEMPORARY STAFF HIRED FOR PROJECT)

NAME/TITLE	NO.	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
TOTAL SALARIES AND WAGES \$			_____	_____	_____	_____

FRINGE BENEFITS

RATE		SALARY BASE	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	% of \$	_____	_____	_____	_____	_____
_____	% of \$	_____	_____	_____	_____	_____
_____	% of \$	_____	_____	_____	_____	_____
TOTAL FRINGE BENEFITS \$			_____	_____	_____	_____

CONSULTANT FEES

NAME/TYPE OF CONSULTANT	RATE OF COMPENSATION (DAILY OR HOURLY)	NO. OF DAYS (OR HOURS) ON PROJECT	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
TOTAL CONSULTANT FEES \$			_____	_____	_____	_____

TRAVEL

FROM/TO	NUMBER OF: PERSONS DAYS	SUBSISTENCE COSTS	TRANSPORTATION COSTS	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	() ()	_____	_____	_____	_____	_____	_____
_____	() ()	_____	_____	_____	_____	_____	_____
_____	() ()	_____	_____	_____	_____	_____	_____
_____	() ()	_____	_____	_____	_____	_____	_____
TOTAL TRAVEL COSTS \$				_____	_____	_____	_____

Project Budget Form

SECTION 1: DETAILED BUDGET CONTINUED

Year 1

MATERIALS, SUPPLIES AND EQUIPMENT

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL COST OF MATERIALS, SUPPLIES, & EQUIPMENT \$		_____	_____	_____	_____

SERVICES

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL SERVICES COSTS \$		_____	_____	_____	_____

STUDENT SUPPORT (PRIORITIES 1, 2, AND 3)

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL STUDENT SUPPORT \$		_____	_____	_____	_____

OTHER

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL OTHER COSTS \$		_____	_____	_____	_____

TOTAL DIRECT PROJECT COSTS \$ _____

**TOTAL DIRECT PROJECT COSTS
EXCLUDING STUDENT SUPPORT \$** _____

INDIRECT COSTS

Check either item A or B and complete C. (See section on Indirect Costs, page 2.4.)

Applicant organization is using:

- ☐ A. an indirect cost rate which does not exceed 20% of modified total direct costs – may be listed only as cost sharing.
☐ B. Federally negotiated Indirect Cost Rate (see page 2.4).

Name of Federal Agency

Expiration Date of Agreement

C. Rate base(s)

Amount(s)

_____ % of \$ _____	= \$ _____
_____ % of \$ _____	= \$ _____
_____ % of \$ _____	= \$ _____

	IMLS	APPLICANT	PARTNER(S) IF APPLICABLE	TOTAL
TOTAL INDIRECT COSTS CHARGED TO \$	_____	_____	_____	_____

Project Budget Form

SECTION 1: DETAILED BUDGET

Year 2 (if applicable) – Budget Period from ____ / ____ / ____ to ____ / ____ / ____

Name of Applicant Organization _____

IMPORTANT! READ INSTRUCTIONS ON PAGES 2.3–2.5 BEFORE PROCEEDING.

SALARIES AND WAGES (PERMANENT STAFF)

NAME/TITLE	No.	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
TOTAL SALARIES AND WAGES \$			_____	_____	_____	_____

SALARIES AND WAGES (TEMPORARY STAFF HIRED FOR PROJECT)

NAME/TITLE	No.	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
TOTAL SALARIES AND WAGES \$			_____	_____	_____	_____

FRINGE BENEFITS

RATE		SALARY BASE	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	% of \$	_____	_____	_____	_____	_____
_____	% of \$	_____	_____	_____	_____	_____
_____	% of \$	_____	_____	_____	_____	_____
TOTAL FRINGE BENEFITS \$			_____	_____	_____	_____

CONSULTANT FEES

NAME/TYPE OF CONSULTANT	RATE OF COMPENSATION (DAILY OR HOURLY)	NO. OF DAYS (OR HOURS) ON PROJECT	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
TOTAL CONSULTANT FEES \$			_____	_____	_____	_____

TRAVEL

FROM/TO	NUMBER OF: PERSONS DAYS	SUBSISTENCE COSTS	TRANSPORTATION COSTS	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	() ()	_____	_____	_____	_____	_____	_____
_____	() ()	_____	_____	_____	_____	_____	_____
_____	() ()	_____	_____	_____	_____	_____	_____
_____	() ()	_____	_____	_____	_____	_____	_____
TOTAL TRAVEL COSTS \$				_____	_____	_____	_____

Project Budget Form

SECTION 1: DETAILED BUDGET CONTINUED

Year 2

MATERIALS, SUPPLIES AND EQUIPMENT

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL COST OF MATERIALS, SUPPLIES, & EQUIPMENT \$		_____	_____	_____	_____

SERVICES

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL SERVICES COSTS \$		_____	_____	_____	_____

STUDENT SUPPORT (PRIORITIES 1, 2, AND 3)

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL STUDENT SUPPORT \$		_____	_____	_____	_____

OTHER

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL OTHER COSTS \$		_____	_____	_____	_____

TOTAL DIRECT PROJECT COSTS \$ _____

**TOTAL DIRECT PROJECT COSTS
EXCLUDING STUDENT SUPPORT \$** _____

INDIRECT COSTS

Check either item A or B and complete C. (See section on Indirect Costs, page 2.4.)

Applicant organization is using:

- ☐ A. an indirect cost rate which does not exceed 20% of modified total direct costs – may be listed only as cost sharing.
- ☐ B. Federally negotiated Indirect Cost Rate (see page 2.4).

Name of Federal Agency

Expiration Date of Agreement

C.	Rate base(s)	Amount(s)		
_____	% of \$	_____	=	\$ _____
_____	% of \$	_____	=	\$ _____
_____	% of \$	_____	=	\$ _____

	IMLS	APPLICANT	PARTNER(S) IF APPLICABLE	TOTAL
TOTAL INDIRECT COSTS CHARGED TO \$	_____	_____	_____	_____

Project Budget Form

SECTION 1: DETAILED BUDGET

Year 3 (if applicable) – Budget Period from ____ / ____ / ____ **to** ____ / ____ / ____

Name of Applicant Organization _____

IMPORTANT! READ INSTRUCTIONS ON PAGES 2.3–2.5 BEFORE PROCEEDING.

SALARIES AND WAGES (PERMANENT STAFF)

NAME/TITLE	No.	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
TOTAL SALARIES AND WAGES \$			_____	_____	_____	_____

SALARIES AND WAGES (TEMPORARY STAFF HIRED FOR PROJECT)

NAME/TITLE	No.	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
_____	()	_____	_____	_____	_____	_____
TOTAL SALARIES AND WAGES \$			_____	_____	_____	_____

FRINGE BENEFITS

RATE		SALARY BASE	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	% of \$	_____	_____	_____	_____	_____
_____	% of \$	_____	_____	_____	_____	_____
_____	% of \$	_____	_____	_____	_____	_____
TOTAL FRINGE BENEFITS \$			_____	_____	_____	_____

CONSULTANT FEES

NAME/TYPE OF CONSULTANT	RATE OF COMPENSATION (DAILY OR HOURLY)	NO. OF DAYS (OR HOURS) ON PROJECT	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
TOTAL CONSULTANT FEES \$			_____	_____	_____	_____

TRAVEL

FROM/TO	NUMBER OF: PERSONS	DAYS	SUBSISTENCE COSTS	TRANSPORTATION COSTS	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	()	()	_____	_____	_____	_____	_____	_____
_____	()	()	_____	_____	_____	_____	_____	_____
_____	()	()	_____	_____	_____	_____	_____	_____
_____	()	()	_____	_____	_____	_____	_____	_____
TOTAL TRAVEL COSTS \$					_____	_____	_____	_____

Project Budget Form

SECTION 1: DETAILED BUDGET CONTINUED

Year 3

MATERIALS, SUPPLIES AND EQUIPMENT

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL COST OF MATERIALS, SUPPLIES, & EQUIPMENT \$		_____	_____	_____	_____

SERVICES

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL SERVICES COSTS \$		_____	_____	_____	_____

STUDENT SUPPORT (PRIORITIES 1, 2, AND 3)

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL STUDENT SUPPORT \$		_____	_____	_____	_____

OTHER

ITEM	METHOD OF COST COMPUTATION	IMLS	APPLICANT	PARTNER(S) (IF APPLICABLE)	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL OTHER COSTS \$		_____	_____	_____	_____

TOTAL DIRECT PROJECT COSTS \$	_____	_____	_____	_____
--------------------------------------	-------	-------	-------	-------

TOTAL DIRECT PROJECT COSTS EXCLUDING STUDENT SUPPORT \$	_____	_____	_____	_____
--	-------	-------	-------	-------

INDIRECT COSTS

Check either item A or B and complete C. (See section on Indirect Costs, page 2.4.)

Applicant organization is using:

- ☐ A. an indirect cost rate which does not exceed 20% of modified total direct costs – may be listed only as cost sharing.
- ☐ B. Federally negotiated Indirect Cost Rate (see page 2.4).

Name of Federal Agency

Expiration Date of Agreement

C.	Rate base(s)	Amount(s)		
_____	% of \$	_____	=	\$ _____
_____	% of \$	_____	=	\$ _____
_____	% of \$	_____	=	\$ _____

	IMLS	APPLICANT	PARTNER(S) IF APPLICABLE	TOTAL
TOTAL INDIRECT COSTS CHARGED TO \$	_____	_____	_____	_____

Project Budget Form

SECTION 2: SUMMARY BUDGET

Name of Applicant Organization _____

IMPORTANT! READ INSTRUCTIONS ON PAGES 2.3–2.5 BEFORE PROCEEDING.

DIRECT COSTS

	IMLS	Applicant	Partner(s) (if applicable)	Total
SALARIES & WAGES	_____	_____	_____	_____
FRINGE BENEFITS	_____	_____	_____	_____
CONSULTANT FEES	_____	_____	_____	_____
TRAVEL	_____	_____	_____	_____
MATERIALS, SUPPLIES & EQUIPMENT	_____	_____	_____	_____
SERVICES	_____	_____	_____	_____
STUDENT SUPPORT	_____	_____	_____	_____
OTHER	_____	_____	_____	_____
TOTAL DIRECT COSTS	\$ _____	\$ _____	\$ _____	\$ _____
INDIRECT COSTS*	\$ _____	\$ _____	\$ _____	\$ _____

*If you do not have a current Federally negotiated rate, your indirect costs must appear in the Applicant or Partner columns only. If you have a current Federally negotiated rate, you may request indirect costs from IMLS only on the direct project costs requested from IMLS.

TOTAL PROJECT COSTS \$ _____

AMOUNT OF CASH-MATCH \$ _____ \$ _____

AMOUNT OF IN-KIND CONTRIBUTIONS \$ _____ \$ _____
(INSTITUTIONAL COST-SHARING), INCLUDING INDIRECT COSTS

TOTAL AMOUNT OF MATCH (CASH & IN-KIND CONTRIBUTIONS) \$ _____

AMOUNT REQUESTED FROM IMLS, INCLUDING INDIRECT COSTS \$ _____

PERCENTAGE OF TOTAL PROJECT COSTS REQUESTED FROM IMLS _____ %
(MAY NOT EXCEED 50% EXCLUDING STUDENT SUPPORT – RESEARCH PROJECTS EXCEPTED, SEE COST SHARING ON PAGE 1.7)

Have you received or requested funds for any of these project activities from another Federal agency?
(Please check one) ☐ Yes ☐ No

If yes, name of agency _____

Date of application _____ or award _____ Amount requested or received \$ _____

Sample Schedule of Completion

This sample Schedule of Completion provides sample project activities, a sample timeline, and sample funds expenditure for each activity. You need not follow the sample format but should provide the same project information. List each major project activity discussed in the Narrative. The dates on your Schedule of Completion must correspond with the project dates on the Face Sheet (pages 3.3–3.4). Identify summary costs for each activity. The total should equal the total amount of direct project costs, including IMLS funds, and match.

[illegible]

Sample Partnership Statement

This page is a sample format for a partnership application. Prepare yours in a similar manner. You may complete separate statements with each partner or add additional signature lines for multiple partners. Information about partnership applications is on pages 1.5–1.6. All partners must sign Partnership Statements. They do not need to all sign the same document.

1. Applicant Organization:

Other partner members (organizations):

2. Briefly list the activities that each organization has agreed to perform:

3. We, the undersigned institutions, agree to all of the following:

- We will carry out the activities described above and in the Application Narrative;
- We will use any funds we receive from IMLS in accordance with applicable Federal laws and regulations; and
- We assure that our facilities and programs comply with applicable Federal requirements.

Signature of Authorizing Official

Partner Organization (Type or Print)

Name of Authorizing Official (Type or Print)

Date

Signature of Authorizing Official

Partner Organization (Type or Print)

Name of Authorizing Official (Type or Print)

Date

Signature of Authorizing Official

Partner Organization (Type or Print)

Name of Authorizing Official (Type or Print)

Date

IMLS Assurances

The IMLS is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, non-discrimination, and a drug-free workplace. Applicants requesting more than \$100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the Assurances Statement below. Review the Statement and sign the certification form. If you receive a grant, you must comply with these requirements.

CERTIFICATION OF AUTHORIZING OFFICIAL

(The applicant organization's authorizing official should sign the following certification after all other parts of the application form have been completed)

I have examined this application, and I hereby certify on behalf of the applicant organization that

- 1) the information provided is true and correct; *and*
- 2) all requirements for a complete 2003 IMLS application have been fulfilled; *and*
- 3) the applicant is providing and will comply with the applicable certifications regarding federal debt status, debarment and suspension, nondiscrimination, drug-free workplace, and lobbying activities as set forth in the Assurances statement below.

Should my organization receive a grant, the organization and I will comply with all grant terms and conditions, all requirements of the IMLS Grants Regulations (45 CFR Part 1180 et seq.), all statutes outlined below, and all other applicable Federal statutes and regulations.

Signature of Authorizing Official

Date

Name and Title of Authorizing Official (printed or typed)

IMLS Regulations are available upon request.

ASSURANCES STATEMENT

By signing the application form, the authorizing official, on behalf of the applicant, assures and certifies that, should a grant be awarded, it will comply with the statutes outlined below and all related IMLS regulations. These assurances are given in connection with any and all financial assistance from IMLS after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the Federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

I. CERTIFICATIONS REQUIRED OF ALL APPLICANTS**FINANCIAL,
ADMINISTRATIVE,
AND LEGAL
ACCOUNTABILITY**

The authorizing official, on behalf of the applicant, certifies that the applicant has legal authority to apply for Federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

The authorizing official, on behalf of the applicant, certifies that the applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. § 7501 et seq.) and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of OMB Circular No. A-110, "Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations."

**FEDERAL
DEBT STATUS**

The authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

**DEBARMENT
AND
SUSPENSION**

The authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

**NON-
DISCRIMINATION**

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.), which prohibits discrimination on the basis of disability;

**DRUG-FREE
WORKPLACE
ACT OF
1988**

- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs; and
 - (d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age.
- (A) The authorizing official, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:
- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;
 - (b) establishing an ongoing drug-free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
 - (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) abide by the terms of the statement; and
 - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
 - (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
 - (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
 - (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.); or
 - (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law or other appropriate agency; and
 - (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- (B) The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

**CERTIFICATION
REGARDING
LOBBYING
ACTIVITIES
(APPLIES
TO
APPLICANTS
REQUESTING
FUNDS IN
EXCESS OF
\$100,000)**

- The authorizing official certifies, to the best of his or her knowledge and belief that:
- (a) no federal appropriated funds have been paid or will be paid, by or on behalf of the authorizing official, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.
 - (b) if any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the authorizing official shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
 - (c) the authorizing official shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**GENERAL
CERTIFICATION**

The authorizing official, on behalf of the applicant, certifies that it will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program.

II. CERTIFICATIONS REQUIRED OF SOME APPLICANTS

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

SUBAGREEMENTS

Applicants who plan to use awards to fund subgrants, contracts and subcontracts should be aware that they must receive the following certifications from applicants to grant programs and those who bid on contracts:

- (1) certification of compliance with the nondiscrimination statutes from institutional applicants and contractors, and
- (2) certification regarding debarment and suspension from applicants to grant programs (regardless of the amount requested) and from potential contractors and subcontractors who will receive \$100,000 or more in grant funds. Applicants are also required to include without modification the following wording in solicitations for all grant proposals and for contracts that are expected to equal or exceed \$100,000:
 - (a) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
 - (b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**NATIVE
AMERICAN
HUMAN
REMAINS
AND
ASSOCIATED
FUNERARY
OBJECTS**

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. § 3001 et seq.), which applies to any organization that controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.

**HISTORIC
PROPERTIES**

The authorizing official, on behalf of the applicant, certifies that the applicant will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469 et seq.).

**ENVIRONMENTAL
PROTECTIONS**

The authorizing official, on behalf of the applicant, certifies that the project will comply with environmental standards, including the following:

- (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended (42 U.S.C. § 4321 et seq.) and Executive Order (E.O.) 11514;
- (b) notification of violating facilities pursuant to Executive Order (E.O.) 11738;
- (c) protection of wetlands pursuant to Executive Order (E.O.) 11990, as amended by Executive Order (E.O.) 12608;
- (d) evaluation of flood hazards in floodplains in accordance with Executive Order (E.O.) 11988, as amended.
- (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972, as amended (16 U.S.C. § 1451 et seq.); and
- (f) conformity of Federal actions to State (Clean Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.);
- (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (42 U.S.C. § 300f et seq.); and
- (h) protection of endangered species under the Endangered Species Act of 1973, as amended (16 U.S.C. §§ 1531-1543).

The authorizing official, on behalf of the applicant, certifies that the project will comply with the Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. §1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the flood insurance requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. § 4001 et seq.), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

**RESEARCH
ON HUMAN
AND
ANIMAL
SUBJECTS**

The authorizing official, on behalf of the applicant, certifies that the project will comply with 45 C.F.R. Part 46 regarding the protection of human subjects involved in research, development and related activities supported by this award of assistance.

The authorizing official, on behalf of the applicant, certifies that the project will comply with the Laboratory Animal Welfare Act of 1966, as amended (7 U.S.C. § 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

For further information on these certifications, contact IMLS at 1100 Pennsylvania Avenue, NW, Room 510, Washington, DC 20506 or call (202) 606-8536.



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